Applicant Checklist/Table of Contents

The items below are required elements of the application. If any of the following items are omitted from the application, the application will be considered incomplete and out of compliance with this RFA will not be reviewed. Please review carefully and check off each item before the application is mailed. Indicate the page number for each section.

Page Number

☐ Application Cover Sheet (Attachment I) --

☐ Agency Information Sheet (Attachment II)--

☐ Applicant Checklist/Table of Contents (Attachment III)--

☐ Information and Education Program Project Profile (Attachment IV)------------------------------

☐ Applicant Capability (3 page limit)---

☐ Community Collaboration (4 page limit and Attachment V)--

☐ Information and Education Program Collaborative Roster (Attachment V)----------------------

☐ Community Needs Assessment (3 page limit)--

☐ Project Description (4 page limit)---

☐ Scope of Work (Attachment VII for fiscal year 03-04 -no page limit; <u>and</u>
one page narrative for each fiscal year 04-05 and 05-06) ---------------------------------------

☐ Evaluation Plan (3 page limit)---

☐ Budget and Budget Justification---

☐ Attachment Section--

    ☐ Organizational Chart--

    ☐ Duty Statements--

    ☐ Resumes---

    ☐ List of Board of Directors---

    ☐ Proof of Non-profit Status or Local Health Jurisdiction Resolution-------------------------

    ☐ Letter(s) of Commitment, if applicable---

    ☐ Memorandum(s) of Understanding, if applicable--

    ☐ School Agreement Form(s) (Attachment VI)---

    ☐ Payee Data Record (Attachment IX)--

    ☐ Information and Education Reference Form (Attachment X)--------------------------------